

***State of Washington
Department of Transportation
Notice to Consultants
I-405 Travel Options Program***

Project Background

Carrying about 800,000 people each day, I-405 is a crucial link in the regional transportation network. It is also one of the most congested highway corridors in the state, experiencing up to ten hours of congestion a day at key chokepoints. The I-405 Corridor Program creates an integrated, multi-modal package of transportation improvements that reduces traffic congestion and improves mobility, safety and quality of life for communities in the I-405 corridor. The I-405 Corridor Program is a joint effort between the Washington State Department of Transportation (WSDOT), the Federal Highway Administration, Federal Transit Administration, Central Puget Sound Regional Transit Authority (Sound Transit), King County, local agencies, and the cities and communities in the I-405 corridor.

In 2003 and 2005, the state legislature approved funding to construct I-405 highway improvements addressing congestion chokepoints in Bothell, Kirkland, Bellevue, Renton and Tukwila. Construction for the highway improvements will start in early 2006 and will continue for a number of years. There will also be construction starting in the summer of 2005 for Sound Transit's Totem Lake Freeway Station project. Even though WSDOT will minimize the impacts of construction by avoiding closure of lanes during busy travel times, some delays are inevitable given the scale of construction, long construction period and the already congested conditions on I-405.

To help keep traffic moving during construction, the WSDOT and other public and private agencies are working together to create a Travel Options Program (TOP) for I-405 travelers. The I-405 Travel Options Program will include a package of strategies that will make it easier and cheaper to take the bus, carpool, vanpool, bike, walk or telework. These strategies will help maintain mobility in the construction period by increasing the number of people able to travel on I-405. To help support the Totem Lake Freeway Station construction, WSDOT will be rolling out an informational campaign in the summer of 2005 to help I-405 travelers become familiar with their travel options prior to construction. During 2005, WSDOT will also prioritize potential travel options projects, outline a communications and outreach strategy, and develop an evaluation and monitoring framework for the program.

Travel options strategies have been a part of the I-405 planning process from the very beginning, and are a crucial part of WSDOT's efforts to manage traffic in congested urban corridors. The Travel Options Program stems from several official documents that set the stage for how I-405 construction will proceed. Both the *I-405 Master Plan* and the *Record of Decision* from the *I-405 Environmental Impact Statement* document WSDOT's commitment to strategies that make more efficient use of the highway's capacity by moving more people in fewer vehicles.

In the adopted documents, these strategies are called "transportation demand management," or TDM. They include incentives and promotion to use the bus, carpools, or vanpools,

bicycling and walking, as well as programs related to telecommuting, land use, and non-work trips. All of these techniques have a proven track record in the Puget Sound Region and had strong community support during the I-405 planning process. The Master Plan also calls for an oversight and management structure that builds in flexibility and responsiveness to make adjustments. The I-405 Travel Options Program will jump-start this larger package of strategies, and will serve as a model that can potentially be adapted to other large transportation projects in the region.

A travel options program of this size and scale has not been developed or implemented before in the state and will be WSDOT's first effort in major urban corridor travel options design and implementation. The WSDOT desires to retain a Travel Options Consultant (TOC) with experience and expertise in major project design, implementation, evaluation and management. The consultant will work with as well as augment WSDOT staff to deliver this program.

The TOC will come into this project at an early stage to develop collaboratively with WSDOT a travel options management, design, implementation and evaluation structure. The TOC will provide management experience and expertise in large-scale projects, as well as experience and expertise in travel options/TDM project design, implementation and evaluation. In order to attain a broad level of transferability and applicability of the I-405 TOP to other TDM efforts in the region, the State reserves the right to use any and all products, tools, support systems, mechanisms, procedures, data, tracking and evaluation systems, etc. developed and or used as a result of this contract. If you will be proposing the use of any proprietary product, you should identify it in your proposal and it should be reasonably licensable by the State.

I-405 Travel Options Program

Strategies to help keep traffic moving during construction

As a first step to assure successful delivery of the I-405 Travel Options Program, WSDOT has convened an inter-jurisdictional advisory group to get their input on goals, objectives and measures for the I-405 TOP and for specific projects within the TOP. Four sub-committees from the advisory group have been formed to provide input to the initial planning efforts:

1. Finance
2. Communications
3. Program/Project Design
4. Program/Project Evaluation

WSDOT has contracted with King Count Metro's Market Development Office for support in the initial development work for the TOP and travel options projects. WSDOT has also contracted with the consulting firm PRR (the I-405 Project Office's public information lead) to do a travel options/TDM market assessment and to develop a marketing platform for the I-405 corridor. The TOC and WSDOT will work with the advisory group and sub-committees to develop the Travel Options Program and projects. All work for the travel options program will also be coordinated with the I-405 Project Office, including the I-405 General Engineering Consultant (GEC) and PRR, to ensure integration of the I-405 TOP into the larger I-405 Corridor Program.

The Travel Options Program focuses on three items that community members said were important to them during the development of the I-405 Master Plan:

1. The program should be customer-focused – putting programs in place that people want and need, providing more convenient access to travel information for travelers, and making it easier for employers to administer programs;
2. The program should be flexible and adjusted as needed – in order to test, evaluate and support new, innovative strategies or to add funding to best performing programs; and
3. The program should be accountable and performance-based – programs and projects will be measured and evaluated so those that perform best will continue and expand.

The types of activities that the I-405 TOP will include are:

- Incentives for using carpools, vanpools, buses, walking and bicycling;
- Public information about all travel options (bus, carpools, vanpool, walk, bike, telework, and flex-schedules) and travel conditions in the corridor;
- Reward programs and direct marketing to employers, employees and residents;
- Expanded vanshare and vanpool programs, including providing new vans as needed;
- Leased park-and-ride (P&R) lots for carpools and vanpools; and
- Program and project performance monitoring and evaluation, including tracking of incentives.

The I-405 Travel Options Program goals tie directly into the overall goals for I-405 construction projects. The following chart summarizes the I-405 TOP elements, goals and objectives developed in coordination with the advisory group:

Goals for I-405 Construction	Objectives	Program Elements
Maintenance of Traffic: Minimize inconvenience to the public during construction	<ul style="list-style-type: none"> ▪ Increase use of transit, carpooling, vanpooling, bicycling and walking in the corridor ▪ Reduce drive-alone vehicle trips ▪ Shift trips out of peak periods ▪ Start implementation of TOP activities before construction starts 	<ul style="list-style-type: none"> ▪ Rewards or reduced-cost passes for transit, carpooling, vanpooling, bicycling and walking ▪ Capital programs for new vanpools as needed ▪ Leased P&R for carpools and vanpools
Public Information: Maintain community awareness and support during construction	<ul style="list-style-type: none"> ▪ Increase awareness of travel options (especially for peak period travelers) ▪ Customer-focused marketing 	<ul style="list-style-type: none"> ▪ Corridor-wide information, including a centralized “travel options” website ▪ Provide personalized travel information to employees and residents ▪ Promotion and marketing about all

		travel options
Oversight, monitoring & reporting: Maintain a flexible and accountable program	<ul style="list-style-type: none"> Assure program stays within budget Evaluate program and project effectiveness Maintain flexibility to adjust program and projects as necessary Assure program and project accountability Report performance of implemented strategies 	<ul style="list-style-type: none"> Budget & Quality control Evaluation of individual projects Evaluation of entire program & incentives, including measurement of transportation impacts Progress reports Adjustments to program, as needed, based on performance

Travel Options Implementation Projects

Since I-405 construction starts in Kirkland, early stages of the program will be largely focused on those employees and residents who are traveling through the construction zone. This means largely focusing on employment centers in the north end of the corridor, such as Totem Lake, Downtown Kirkland, Downtown Bellevue, Overlake and Canyon Park. However, as construction ramps up, more programs will quickly follow that address centers of housing and employment along the entire corridor.

Initial “early action” implementation activities that have started include providing travel options information primarily via the I-405 project’s website and established list serves. The TOC will participate in design, implementation and evaluation of other “early action” activities including:

1. Community Outreach Programs to reach travelers at home and other non-work locations for all trip types;
2. Commuter Outreach Programs for worksites affected by Commute Trip Reduction (CTR) to reach travelers at work through employers with whom TDM program implementing agencies and organizations have established commute relationships;
3. Commute Outreach Programs for medium-sized employers, Transportation Management Plan (TMP) sites, and multi-employer sites to reach commuters at work through employers or property managers where there may not be an established commute relationship;
4. Personalized Vanpool / Rideshare Marketing to provide one-on-one assistance to join, form and retain vanpool or rideshare arrangements;
5. Bus Route Promotion to promote bus routes that use the north I-405 corridor to Kirkland and the Bellevue Transit Center, including linking vanshare to the promotion as a connector;
6. Vanshare Promotion to promote vanshare opportunities as connectors to P&Rs for transit users;
7. Employer/Employee Work Options Information and Support to provide information and support to employers to adopt and maintain policies and practice for flex time, compressed work schedules and use of transit or rideshare. Information will also be provided to

employees on existing incentives that encourage the use of flex work schedules, teleworking, bus, carpooling, vanpooling, biking or walking;

8. Telecommuting Workshop to train employers to implement and maintain effective telework programs that will reduce drive-alone commute trips; and
9. Van acquisition, if needed, in response to vanpool marketing.

These activities will expand to other areas of the corridor to support other I-405 highway improvement construction projects. The types of other implementation projects that may occur, but are not limited to, include:

- New incentives for all travel options;
- Individualized marketing for all travel options;
- New or expanded Transportation Management Associations (TMA) or TMA enhancements;
- FlexPass and AreaPass promotion and sales;
- Product and/or facility enhancements to support multi-modal connections;
- Product enhancements to increase the use of bus, carpools, vanpools, biking and walking; and
- Marketing and incentive programs for targeted markets such as schools.

Description of TOC Work

Work performed through the TOC agreement will include I-405 Travel Options Program elements under WSDOT management, as well as work to support WSDOT for I-405 TOP elements performed by other agencies, jurisdictions, private sector entities and consultants. This work may include full responsibility for management of program and project design, implementation and evaluation activities, financial and incentives management, technical and management staff support, program design, project design, project implementation, evaluation and reporting of program and project performance, and other services needed for the I-405 TOP. As the program develops, and if more funding becomes available, the State reserves the right to award the TOC additional travel options project design, implementation and evaluation work for one or more of the I-405 Corridor Program construction projects.

The TOC work includes both technical expertise and management expertise to deliver the I-405 Travel Options Program. This work will include assisting the State with cradle to grave project management inclusive of design, implementation and evaluation phases, financial and incentive management, technical management staff support, oversight, design and implementation for TOP projects such as individualized marketing or rideshare projects, development of strategies for key early decision issues such as program and incentive structure and delivery, management and/or support development of on-call, RFP or implementing sub-consultant contracts and work, sole source agreements, and agreements with public sector agencies and private sector entities. The TOC will assist the State to seek and obtain additional funding for the I-405 TOP, and to coordinate with many different TDM program and project implementers, agencies and organizations, committees, businesses, and groups influenced by and involved with the I-405 TOP.

The TOC will be required to provide qualified and committed personnel that will be key to the successful completion of the I-405 TOP. The TOC and WSDOT will provide an integrated, flexible, and innovative team to lead the project to successful completion. The TOC staff will be

required to provide skills related to executive leadership and technical skills typical to travel options/TDM design, implementation and evaluation projects.

TOC Key Personnel

Selection of the TOC team will be based on professional qualifications and the ability to furnish qualified personnel. The TOC will need to perform in two main areas:

- Experience in management of a large-scale project from cradle to grave, and
- Technical expertise and experience typical of travel options/TDM project design, implementation and evaluation projects.

The TOC will need to demonstrate capacity and capability to do project, financial and incentive management and travel options project design, implementation and evaluation, as well as providing qualified project support/specialty services personnel to supplement State forces. The TOC will need to provide the ability to develop and implement a corridor-level travel options program and specific projects such as individualized marketing.

Qualified and committed personnel are key to the successful completion of the I-405 Travel Options Program. The State holds the philosophy that it is the people who make the program successful; the organization can and will change. With this in mind, the State reserves the right to approve all key personnel individually for work on this contract. The TOC shall provide a core group with the appropriate mix of management, technical expertise, and experience. Given the current project funding and the anticipated funding, the availability of Key Personnel should be flexible to meet the needs of the program and funding environment. It is anticipated that some of the Key Personnel will initially work on the project part-time, becoming full-time as the position needs and funding dictate. At the point at which funding supports it, some of the core TOC staff will be 100% available to the project. The key personnel will stay with the project until either WSDOT and TOC mutually agree on replacement personnel of equal or better quality, or the position is no longer needed.

Key Personnel for the project includes two manager positions: I-405 TOP Project Manager and Implementation Manager. Since the TOC firm will provide recommendations on who does project implementation, **the Implementation Manager – who will not only manage implementation but will be contracted to do implementation of specific projects - must be a sub-consultant to the TOC and cannot be a member of the TOC firm.** The Implementation Sub-consultant will be contracted to implement travel options projects in areas without existing implementation structure or, where needed, in areas with existing implementation structures. The Implementation Sub-consultant will also be the private sector “face” for the I-405 Travel Options Program.

Key Personnel under the Project Manager include leads for Financial and Incentive Management, Program/Project Design, Program/ Project Evaluation, and Implementation Manager. Key Personnel under the Implementation Manager include Communications.

The activities below are the key delivery areas the TOC is expected to provide. Within each of these areas, there may be many positions to staff. As the project develops, it is expected

additional key personnel will be required. Support for each of the key personnel will need to be defined and provided as the project progresses and as budget allows. The TOC staff will be required, at a minimum, to show experience, expertise, innovation, and “not business as usual” skills in executive leadership and technical abilities in the following areas:

1. Project Manager
Experience and expertise to lead and manage the delivery of the project
2. Financial and Incentives Lead (under Project Manager)
Experience in financial management including management of programmatic elements such as incentives
3. Program/Project Design Lead (under Project Manager)
Experience and expertise to lead design of travel options/TDM programs and projects
4. Program/Project Evaluation Lead (under Project Manager)
Experience and expertise to lead evaluation of travel options/TDM programs and projects
5. Implementation Manager (under Project Manager)
*Expertise to lead implementation of travel options/TDM programs and projects;
Experience working with various organizations implementing travel options/TDM in the I-405 corridor*
6. Communications Lead (under Implementation Manager)
Experience and expertise to manage communication and marketing to a diverse audience from small entities to general public including one-on-one individualized marketing

Besides the manager positions and key personnel positions listed above, personnel with technical skills typical to travel options/TDM design, implementation and evaluation projects are required to be part of the team. The organization of the integrated WSDOT/TOC team is shown in the Integrated WSDOT/TOC I-405 Travel Options Program Team. The TOC Project Manager will work closely with WSDOT’s Travel Options/TDM Planning, Project Design and Evaluation Manager to deliver program and project design including recommendations on implementation options, monitoring and evaluation measures and structure, and incentive tracking system. The TOC sub-consultant Implementation Manager will work closely with WSDOT’s I-405 Travel Options Implementation Manager to provide a joint public and private sector “face” to represent the program and to coordinate all implementation activities.

Some of the key personnel manager or lead positions will work closely with the advisory sub-committees:

1. Project Manager and Financial Lead with the finance sub-committee to develop the project’s spending plan and to identify, seek and obtain funding from other funding sources to support delivery of the I-405 TOP;
2. Program/Project Design Lead with the program/project design sub-committee to finalize development of the program, and to develop travel options projects including project schedules, budgets and recommended implementation options;
3. Program/Project Evaluation Lead with the program/project evaluation sub-committee to develop an evaluation structure for monitoring the performance of the program, individual projects, implemented strategies, and incentives; and

4. Implementation Manager and Communications Lead with the communications sub-committee to develop the communications and outreach strategy for the program, key messages, and provide input to development of communications projects.

Minimum Qualifications

The TOC must demonstrate expertise and experience in the following areas:

- Management of complex, multi-faceted projects for all phases of a project's life, from design, implementation, and evaluation to project closeout;
- Travel options/TDM program and project design;
- Travel options/TDM program and project implementation;
- Travel options/TDM program and project monitoring and evaluation;
- Managing, providing oversight and supporting development for design, implementation and evaluation contracts with on-call, RFP or sub-consultants, sole source agreements, and agreements with public sector agencies and private sector entities as an owner representative (includes contracts developed by either TOC or others; contract execution by WSDOT as owner);
- Communicating, involving, and coordinating with many different groups, ranging from working with groups of elected officials to working one-on-one with individuals;
- Organizational development (project management, schedule / work priorities development and management, budget management, project delivery organization development, roles and responsibilities of integrated WSDOT/TOC team, etc.); and
- QA/QC and other project controls (scheduling, cost control & estimating, document control, general accounting, budgeting, etc.)

Desired Qualifications

TOC expertise and experience in the following areas are desirable:

- Understanding of sensitive and local issues in the I-405 corridor;
- Extensive and broad knowledge of travel options/TDM gained from substantial experience working in the TDM field, including extensive experience developing, implementing, managing and evaluating TDM programs and projects; and
- Proven track record in team-building with external partners to major projects.

Phasing of Work

The I-405 Travel Options Program Contracting and Implementation Structure shows the "getting started" contracting and implementation structure for the four phases of the I-405 TOP:

1. Program Design (develop management & project delivery structure; define program goals, objectives, elements and measures; design travel options corridor-wide program, schedule, budget, priorities and structure);
2. Project Design (design travel options corridor-wide projects; design travel options projects for each of the I-405 "Nickel" and Transportation Partnership Account construction projects; develop and establish implementation contracts);
3. Project Implementation (implementation of corridor-wide and individual projects); and

4. Program / Project Monitoring and Evaluation (evaluation of program, individual projects, strategies and incentives).

The work would occur before and during construction of funded I-405 Corridor Program construction projects starting in 2006. Additional work may occur subject to availability of funding, with phasing of the TOP tied to I-405 Corridor Program construction projects, and additional related funds for the TOP are made available.

The TOC will work on the I-405 TOP in a management and oversight role, through project closeout, working as an integrated team with WSDOT staff. Personal services and A&D consultant and sub contracts, sole source agreements, and agreements with public sector agencies and private entities may be utilized to supplement technical and specialty work, as determined by the State.

Work Priorities

Initial tasks will be authorized based on priority needs and available funding limits. Initial priorities include:

- Developing TOC scope, budget and schedule;
- Developing and establishing a project and financial management and project delivery organizational structure including developing a roles and responsibilities matrix for the integrated TOC/WSDOT team;
- Designing a corridor-wide program that addresses the requirements of funding sources;
- Developing schedule, budget/spending plan and priorities for the corridor-wide program;
- Designing selected travel options projects;
- Developing and establishing an incentive plan and tracking system;
- Developing and establishing a program/project monitoring and evaluation system; and
- Implementing selected travel options projects.

Supplemental Work

One negotiated hourly rates agreement will be awarded for the I-405 TOC contract. Funding increases, and additional project design and implementation work as determined by the State, will substantially increase the initial TOC effort beyond the priorities noted above.

Supplements will be allowed in a manner that task orders can be issued. One or more supplement(s) to do project design, implementation and evaluation work may be issued.

Consultant Contracting Strategy

The Travel Options Consultant (TOC) will be contracted to provide an integrated management team and management structure, corridor level program design and evaluation work including development of incentive tracking and performance monitoring systems, and design and implementation of selected projects. The TOC will supplement WSDOT workforce. The TOC Consultant may be responsible for assisting the WSDOT with implementing additional On-Call Agreements, preparing Requests for Proposals or sole source contracts, adding sub-Consultants, and public sector and private entities agreements as determined by the I-405 integrated WSDOT/TOC TOP team. As future funding allows and the program is further developed, project design, implementation and evaluation work will be contracted to either the TOC and subs, other consultant teams, public sector agencies, or private sector entities.

Since the TOC firm will provide recommendations on who does project implementation, project implementation work will not be contracted to the TOC firm. Implementation will be contracted either to the TOC Implementation Manager sub-consultant, other consultant teams, public sector agencies, or private sector entities. As part of on-going management work, the TOC will manage all contracts and work for design, implementation and evaluation.

The contracting strategy for the I-405 Travel Options Program will follow the firewall principles listed below:

1. Travel Options Consultant (TOC) firm can participate in project design and evaluation work but not project implementation contracts;
2. TOC subs can participate in project design, implementation and evaluation contracts;
3. TOC subs developing implementation options recommendations during project design will not be allowed to participate in an implementation contract for that project, but may participate in implementation contracts for other implementation projects;
4. The TOC Implementation Manager Sub-Consultant and subs can participate in design, implementation and evaluation work; and
5. The TOC Implementation Manager sub-consultant and subs developing implementation options recommendations during project design will not be allowed to participate in an implementation contract for that project, but may participate in implementation contracts for other implementation projects.

The TOC will be with the I-405 TOP from cradle to grave, now through construction and closeout of contracts. The immediate work will be to assist WSDOT in getting the project going before construction begins for the I-405 Corridor Program. The State has not prepared a detailed scope of work to be performed under this contract. Individual tasks will be assigned using a negotiated hourly rates matrix, with the State reserving the right to negotiate scopes of work for project design, implementation and evaluation.

On-Call Rosters, sub-consultants, public sector agencies, and private sector entities, will be used to supplement the skills and workforce of the integrated I-405 TOP team. These agreements will be contracted through the State, but may be developed and managed by the TOC.

The TOC and sub-consultants, Implementation Manager sub-consultant and sub-consultants, public sector agencies, and private sector entities may elect to submit proposals to participate in project design, implementation and evaluation contract(s). The State may select one or more of these to perform project design, implementation or evaluation. The State may elect to pursue inclusion into the TOC contract, design, implementation and evaluation work based on future funding and schedule requirements.

Funding Environment

Currently there will be \$7.78 million available for the I-405 Travel Options Program, which would be available starting in 2005 for funded I-405 Corridor Program projects, and which comes from the following state and federal sources:

- \$4.78 million from I-405 Corridor Program “Nickel” Construction Projects - use of these funds must be closely related to highway construction mitigation;
- \$2.43 million grant from Federal Transit Administration (FTA) Jobs Access, Reverse Commute (JARC) – use of these funds must focus on federally-mandated populations; and
- \$0.57 million from Federal Highway Administration (FHWA) Congestion Mitigation Air Quality (CMAQ) – these funds can be applied to all travel options/TDM strategies.

Another \$6 million from other state and federal funding that may be available to TOP include (and will need to be pursued at the appropriate time):

- \$5.6 million from State Funds appropriated for support of Vanpooling and for Rideshare Incentives (these funds cannot be used to supplant any existing programmed funds); and
- \$0.4 million grant from FTA JARC (grant focuses on rideshare incentives). Both of these sources are available for projects throughout the state and application to obtain the funds will be competitive.

In the future, there may also be additional funding for TOP from I-405 Corridor Program “Transportation Partnership Account” Construction Projects.

Of the currently available funds, \$1 million has been identified for TOC services. This is expected to be sufficient for the initial effort of the TOC to develop the program and financial management and project delivery strategy and structure for the I-405 TOP, decision structure and organization plan, program design for the corridor including schedule, budget, priorities and structure, development of an incentive plan and tracking structure, development of a program and project monitoring system, selected project design and implementation, as well as on-going management support of design, implementation and evaluation activities.

This is a continuous contract for the life of the I-405 Travel Options Program, subjective to Legislative Funding Authorization for the I-405 Corridor Program and may be terminated by the Department if funds are not authorized.

Of the roughly \$70 million projected for the I-405 travel options/TDM program, it is estimated that \$1.5-3.5 million (2 – 5%) will be spent over the program duration for TOC work. This estimate will increase if WSDOT decides to include one or more design, implementation or evaluation projects into the TOC agreement or if additional state or federal funding is obtained that increases the size of the I-405 travel options/TDM program.

Pre-Submittal Meeting (optional attendance)

A pre-submittal meeting will be held on Tuesday, August 9, 2005 from 9 A.M. to 11:30 A.M. at:

Washington State Housing Finance Commission
1000 Second Avenue
Seattle, WA 98104-1739
Check-in Suite 2700; Meeting in Boardroom, 28th floor

Consultant attendance at the pre-submittal meeting is optional. The pre-submittal meeting will allow the State to present details on the I-405 Corridor Program highway improvements

projects and schedule, I-405 Travel Options Program and projects, answer questions about the I-405 TOP, and to address questions related to the request for proposals. Minutes from the meeting, including responses to questions, will be posted on the consultant services website at www.wsdot.wa.gov/consulting/. Consultants not present at the meeting will waive any rights to information presented and/or discussions at the meeting not captured in the meeting minutes. Please RSVP by ~~Monday, July 11,~~ **Monday, August 8, 2005**, to Jean Mabry, I-405 Travel Options Program Manager, by email mabryj@wsdot.wa.gov to confirm attendance. Please use "RSVP" as the email subject line. Include the name of your firm and the number of representative who will be attending in the email.

Selection Process

A two-step process will be used. As the first step, a submittal review team will review and score the experience, qualifications and proposed project approach. These scores will be used to establish a list of finalists based on pre-established review criteria.

Evaluation Criteria

The following information and criteria will be used to evaluate and rank responses:

1. Qualifications / Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants, Implementation Sub-Consultant);
4. Firm's Project Management System (Prime Consultant Only);
5. Proposed Project Delivery Approach (describe approach to develop project and financial management and project delivery structure; describe approach to accomplish each of the four phases of I-405 TOP: Program Design, Project Design, Project Implementation, Program/Project Monitoring and Evaluation including Incentive Tracking System and Performance Monitoring System; and describe approach for supplementing agency workforce with technical support personnel for design and evaluation, and staffing for implementation activities, for an integrated project team); and
6. References / Past Performance (Prime Consultant Only.)

Definitions for each of the scoring criteria and submittal requirements may be found on the consultant services website at www.wsdot.wa.gov/consulting/.

Interview

WSDOT will, at its option, request interviews with the team or teams that submitted the highest scoring proposals. The interview will focus on the team's approach to deliver the I-405 Travel Options Program. The final selection will be based on the team's combined experience, technical travel options/TDM expertise, capabilities, and approach. The State reserves the right to select the consultant solely upon the merits of the written submittals.

Up to 1.5 hours will be allowed for the interview consisting of:

- | | |
|-----------------------------------|------------|
| • Consultant Presentation | 30 minutes |
| • Interview Panel Questions | 30 minutes |
| • Submittal Package Clarification | 20 minutes |

The Project Manager will be expected to lead the presentation before the interview panel. The consultant shall make available its Key Managers and Leads for questions and submittal package clarification.

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of the following information only:

- Your letter of transmittal;
- Your response to scoring criteria 6; and
- Your Submittal Information Packet forms for you as the prime and all of your proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Tuesday, August 23, 2005:

Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS, including next day deliveries, must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7147. All questions regarding the technical aspect of this request should be directed to Ms. Jean Mabry, Urban Planning Office at 206-464-1266.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Tuesday, July 26, 2005, and Tuesday, August 2, 2005.

Submittal Due Date: Tuesday, August 23, 2005.